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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

MEMORANDUM

Administrative Instructions

25 August 1947

SUBJECT: Office and Branch Security Officers

1. a. In order to increase the effectiveness of the CIG security program, each Assistant Director and Staff Head will appoint a security officer to be responsible to him for insuring compliance with CIG security regulations and policies within his organizational jurisdiction, to include:

- (1) Proper transmission of classified documents.
- (2) Observance of the regulations pertaining to the safeguarding and storage of classified information.
- (3) Enforcement of regulations and procedures pertaining to the control and handling of top secret material.
- (4) Development of an effective system of after hour staff security checks of safes, offices, exposed classified data, etc.
- (5) Enforcement of regulations concerning the security of buildings and installations.
- (6) Security in office routine.
- (7) Regulations pertaining to admittance of visitors.
- (8) Restrictions on dissemination of classified information.
- (9) Insuring maintenance of prescribed standard of security in conversation.
- (10) Coordinating with the Executive for Inspection and Security in the development of a program of continuing security education suitable for CIG and to the needs of a particular activity.
- (11) Maintaining adequate liaison with the appropriate operations of the Executive for Inspection and Security.

b. Branch security officers should also be designated for those branches whose operations are on a semi-independent basis. Examples are --

Dissemination Branch, OGD  
Contact Branch, O/O  
FBIB, O/O  
Documents Branch, O/O  
Reference Center

Personnel Branch, A&M  
Services Branch, A&M  
Budget and Finance Branch, A&M  
Management Branch, A&M

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c. The functions of security officers will be performed in addition to their normal duties.

2. The names of security officers appointed under this directive will be submitted to the Executive for Inspection and Security within one week from date of receipt of this directive. Subsequent changes will be promptly reported.

3. Security officers appointed for offices authorized to handle top secret material will be designated as alternate top secret control officers if not previously so designated.

4. Security officers appointed under this directive should not be below grade CAF-9 or P-3. They should preferably be above those grades.

5. Office and Branch security officers will not have access to Personal Security Files of CIG personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A

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